



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
2713 MITSCHER ROAD, SW  
ANACOSTIA ANNEX, DC 20373-5802

CNI INST 11101.1  
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CNI INSTRUCTION 11101.1

From: Commander, Navy Installations Command

Subj: MANAGEMENT OF GENERAL AND FLAG OFFICER QUARTERS (GFOQs)

Ref: (a) DOD 4165.63-M  
(b) Financial Management Regulations, Volume 6 Chapter 9  
(c) DOD Directive 4710.1  
(d) DOD Directive 1100.12  
(e) SECNAVINST 11101.73A  
(f) OPNAVINST 11101.13J  
(g) NAVFAC P-930  
(h) ASN (FM&C) memo of 16 Mar 00 (NOTAL)  
(i) DODIG Audit Reports #s. D-2000-071 of 27 Jan 00;  
D-2001-027 of 26 Dec 00; D-2002-020 of 5 Dec 01;  
D-2002-125 of 1 Jul 02; and GAO-04-555 of May 04  
(j) 10 USC 2821 - 2837  
(k) OPNAVINST 11101.44

Encl: (1) Definitions  
(2) Statutory and Regulatory Controls  
(3) Operation of General and Flag Officer Quarters  
(4) Cost Reporting  
(5) Cost Report Form and Instructions  
(6) Furnishings, Tableware and Appliances  
(7) Furnishings Allowance Table  
(8) Privatized GFOQ Requirements

1. Purpose. To provide Navy policy regarding the management, furnishing and cost reporting for all public and government leased quarters assigned to general and flag officers (GFOQ) and civilian equivalents. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 11101.19E.

3. Scope. This instruction is applicable to public and leased quarters on the Navy family housing property account, or otherwise under Navy control, designated for or occupied by officers of grade O7 (including select) and senior, and O6 Installation Command Positions with regard to supplemental furnishings. It describes the special policies and controls applicable only to such quarters. It complies fully with the scope and intent of the Congress, the Department of Defense (DOD), Secretary of the Navy (SECNAV), and Chief of Naval Operations (CNO) guidance, contained in references (a) through (k).

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4. Definitions. Definitions for the purpose of this instruction are provided in enclosure (1).

5. Discussion

a. GFOQs continue to be the highest-cost family housing units in the Navy inventory due their age, size, or historic status.

b. GFOQs receive close scrutiny from the private and public sector due to their cost and the visibility of the residents (see reference (i)). Annually, the Office of the Secretary of Defense (OSD) reviews all individual reports on the operation, maintenance, repair and improvements of each GFOQ.

c. The laws, rules and congressional language concerning GFOQs are complex. Those responsible for GFOQ management must understand GFOQ rules, convey these rules precisely to residents and installation leadership, and consistently apply these rules to the management of GFOQs.

d. Enclosure (2) provides statutory controls, Congressional language, and OSD policy. Enclosures (3) through (8) provide guidance and procedures for the overall operation, budget, and cost reporting of GFOQs (public and leased) within the Navy.

6. General Policy

a. The Navy is committed to maintaining GFOQs in a state of excellence commensurate with their purpose and historical significance, and to protect significant Navy investments. Quality quarters enable senior Navy leaders to perform their mission and provide adequate settings for official entertainment.

b. The high cost of operating these units necessitates positive action to achieve all practicable economies. GFOQs are to be managed in accordance with all DOD and Department of the Navy (DON)-imposed cost limitations and budgets, along with a prudent landlord concept (i.e., would a landlord in the private community carry out the proposed action?). This policy applies to the management, services, maintenance, repair, and improvement of the dwelling, and includes government-provided furnishings and associated grounds.

c. All costs associated with the construction, improvement, operation, maintenance, and repair of GFOQs will be funded solely from the family housing appropriation (FH,N).

d. Quarters under the operational control of a service are subject to the regulations and policies established by that service.

7. Delegation of Authority. Approving authorities listed in this and paragraph 8 below may not be further delegated. In no case will the individual exercising this authority waive a policy or regulation herein for his or her own dwelling or the dwelling of a person senior in rank.

a. Activities/regions are authorized to spend annually up to \$35,000 for maintenance, repair, incidental improvements, management, services and furnishings for each Navy owned or leased GFOQ in accordance with the CNI-approved maintenance plan and the CNI-approved budget for that dwelling. The \$35,000 funding threshold imposed by Congress is a ceiling, not a goal.

b. Included in the \$35,000 limit is \$3,000 for incidental improvements. The \$3,000 limit on incidental improvements is a cumulative total for the fiscal year. Incidental improvements in excess of \$3,000 for a fiscal year must be approved by CNI.

c. Maintenance and repair budgets (including incidental improvements, management, services and furnishings) above \$35,000 require approval by Congress, as part of the President's regular budget submission each January.

#### 8. Action

a. Commander, Navy Installations Command (CNI) will:

- (1) Administer the provisions of this instruction.
- (2) Review, revise, and approve policy instructions.
- (3) Approve requests to designate GFOQs.
- (4) Approve requests to re-designate GFOQs to senior officer quarters.
- (5) Approve grounds maintenance waiver requests for GFOQs.
- (6) Grant exceptions to policy, where warranted.
- (7) Develop and publish annual family housing budget guidance.
- (8) Technically validate, review, and submit annually to FMB the required Congressional budget submissions, which shall conform to the CNI 6-year maintenance plan and shall ensure

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the most cost-effective options for execution have been incorporated.

(9) Coordinate, review, and submit to Assistant Secretary of the Navy (Installations and Environment) (ASN (I&E)) all Congressional notifications, to include the annual Congressional O&M submission.

(10) Review out-of-cycle Congressional submissions for emergent and safety-related requirements and submit to ASN (I&E).

b. Regions will:

(1) Coordinate, review, validate and assist field activities in developing a comprehensive 6-year maintenance plan on each GFOQ under their cognizance, including leased quarters.

(2) Coordinate, review, validate, and submit annually to CNI, the required Congressional budget submissions, which shall conform to the CNI-approved 6-year maintenance plans as posted on the intranet site and which ensure the most cost-effective options for execution have been incorporated.

(3) Review and submit to CNI all Congressional notifications.

(4) Review and submit to CNI the out-of-cycle Congressional submission for emergent and safety-related requirements.

(5) Review quarterly and year-end cost reports and approve.

(6) Provide technical program expertise and support to installation and/or regional personnel.

c. Housing Director responsible for the family housing property account, or the Commander, Naval Region (COMNAVREG) where multiple commanding officers in an adjacent geographic area have housing on their property accounts, will:

(1) Provide to each identified resident of a GFOQ unit a copy of this instruction. At the earliest opportunity, ensure a personalized briefing of the key elements of the GFOQ rules, regulations and short and long-range maintenance and repair plans for the unit, including the work planned during their residency.

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(2) Execute effectively the CNI-approved 6-year maintenance plan. Ensure the resident is kept fully informed of all work scheduled on the quarters, both prior to and during occupancy. Ensure the resident is informed quarterly of the costs charged to the quarters as they relate to the 6-year maintenance plans.

(3) Ensure the development and submission of annual budgets for each set of GFOQs in accordance with annual family housing budget guidance published by CNI.

(4) Prepare, initial and update the 6-year maintenance plan, as required, during the annual budget submission process. Document, justify and explain any variances from the posted CNI-approved plan. Annual submission of the required maintenance and budget documentation to CNI via the regional commander is required regardless of the total maintenance and repair costs.

(5) Submit emergent or safety-related Congressional notifications to CNI via the regional commander. Emergent or safety-related items include natural disaster damage, unforeseen component failure, flooding or fire.

(6) Submit requests for grounds maintenance waivers for all GFOQs. Advise residents of their responsibilities for grounds maintenance until receipt of waiver approval or disapproval.

(7) Ensure the accurate preparation of individual quarterly and annual cost reports. Provide quarterly summary costs and other information to residents for review. Coordinate review and concurrence with local CNI comptroller. Forward cost reports, via the region, to CNI.

(8) Submit requests for designation of flag quarters, and re-designation from flag quarters, to CNI via the cognizant region.

(9) Submit requests for any changes to the CNI-approved 6-year maintenance plans under \$35,000.

d. Residents of GFOQs will:

(1) Be personally familiar with the rules and regulations provided in this instruction governing the operation of Navy GFOQs, as well as all operations and maintenance costs for their assigned unit (including designated grounds and approved public entertainment areas) in accordance with reference (a).

Be aware of and in accord with expenditures that are within the approval authority of the activity commanding officer, as well as those that must be submitted to higher authority for approval. Understand that work outside the scope of the budget and CNI-approved six-year maintenance plan must be submitted for approval in writing, with justification, to the local Housing Director and Regional Commander, CNI.

(3) Conserve utilities, ensuring the judicious use of heating and cooling in rooms not used for family living.

(4) Request procurement of replacement furniture, floor covering or window treatments on the basis of age and condition only. Floor covering or window treatments will not be replaced based on personal furnishings or decorative preferences.

(5) Regularly report any condition deficiencies discovered which affect habitability and structural integrity of the units.

(6) Allow reasonable access to the quarters to facilitate execution of maintenance, repair and planning.

(7) Personally review quarterly and annual cost reports and related information.

9. Report. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.

  
C. E. WEAVER

Distribution:  
All CNI Regional Commanders

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**DEFINITIONS**

Anti-Terrorism/Force Protection Improvements (AT/FP): AT/FP requirements must be identified through a Joint Service Integrated Vulnerability Assessment (JSIVA), Security Training Assistance and Assessment Team (STAAT) or similar vulnerability assessment. The improvements must be approved by the installation commander before work begins. AT/FP requirements are charged against the overall \$35,000 Maintenance and Repair (M&R) limit; if the improvements exceed \$3,000, CNI approval is required.

Budget Submissions: Annual calls are issued by CNI for activity budgets and/or budget updates, including budgets for GFOQs, which are prepared in accordance with guidance provided in reference (b).

Change of Occupancy Maintenance (COM): M&R work done on housing units when occupancy changes. Includes interior painting, repairing floors, walls and ceiling finishes, repairing electrical and plumbing fixtures, and cleaning. For three years following beneficial occupancy after a whole house project has been completed, only minor M&R is allowed.

Consumables: Personal use items such as holiday decorations, gas for portable grills, wood for fireplaces, fish or fish food for ponds, are considered personal consumables and will not be purchased with appropriated funds.

Cost Reports: Fiscal reports of cumulative gross adjusted obligations that are provided for all family housing, including separate reports on individual GFOQs. Summary cost reports are provided quarterly to residents of GFOQs. Specific guidance for preparation and submission of this report is provided in enclosures (4) and (5).

Exterior Appurtenance: Facility, system, or component outside the living area of the family housing unit, such as garage, carport, patio, deck, porch and fence.

Frocked: Member receives and is allowed to wear a rank prior to officially receiving the financial benefits of the rank.

Furnishings: Furniture, stand-alone appliances and equipment, window treatments, and amenities such as lamps, mirrors and area rugs identified in enclosure (7). In foreign leased quarters, equipment or appliances normally provided as part of the housing unit in the United States such as movable kitchen cabinets, wardrobes, or light fixtures are included.

General and Flag Officer Quarters (GFOQ): A family-housing unit assigned to a general officer (including those frocked to O-7), or a civilian equivalent. The unit may be a single structure or part of a multiple-family building, including grounds, walks,

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patio, privacy fence, utility service lines, carport, garage, driveway or other paved areas and other structures on the grounds for the exclusive use of the residents.

General and Flag Officer Quarters (G&FOQ) Maintenance and Repair (M&R) Limit: The annual \$35,000 statutory cost limit for all maintenance, repair, and incidental improvements. This limit applies to all Navy owned and leased units. For leased units, the \$35,000 limit applies to costs not included in the lease contract.

Gross Square Footage: All floor area of a dwelling measured within the exterior wall surface.

Historic Preservation Costs: These costs are associated with the M&R of quarters that are (a) on the National Register of Historic Places, (b) in an historic district, or (c) determined eligible for the National Register of Historic Places through consultation with the State Historic Preservation Officer and/or the Keeper of the National Register. Such work will include both interior and exterior historic architectural features of the units, as well as any other interior or exterior work that impacts the historic integrity of the quarters, the cost of which is above and beyond regularly required maintenance.

Housing Director: The regional/installation commander or commanding officer who has the Military Family Housing plant account responsibility and/or responsibility for the implementation of the policies contained in this directive.

Improvements: Work that changes the physical layout or adds to the overall area of the dwelling unit or exterior appurtenances. Improvements are also defined as additions to the quarters or property that did not previously exist, costing more than \$3,000. Examples include building a center island in a kitchen, installing a fence, etc.

Incidental Improvements: Minor alterations accomplished with BP-20 funds. Incidental improvement work installs or constructs systems or features that do not currently exist. Projects can be interior or exterior work, but may not add, expand, or extend the physical dimensions of the dwelling, increase net floor area or convert current non-living space (e.g., unfinished attics or basements) to living space. Replacement of failed components with contemporary standard components or material is not incidental improvement.

Maintenance/Sustainment: DoD defines sustainment as recurring, periodic, or scheduled work required to preserve real property facilities in such condition that they may be effectively used for their designated purpose.

Major Maintenance and Repair (M&R): M&R work where the cost of a single effort of work (e.g., carpet replacement, roof repair)



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exceeds \$5,000. Generally, this is work necessary to fix or replace existing systems and their components nearing the end of their useful lives but also include exterior and interior painting projects that exceed \$5,000. M&R requirements must not be split for the purpose of remaining under the \$5,000 defined cost.

Minor Maintenance and Repair (M&R): The day-to-day M&R work with a single effort cost of less than \$5,000, performed in response to service calls or job orders accomplished by contract or in-house personnel.

Net Floor Area: The living area within the exterior walls, excluding unfinished basements or attics, utility service space or bulk storage (in place of a basement), attic, laundry rooms, garage, carport, open or screened porches, decks and stairwells. In multifamily dwellings, common stairwells, halls, entries and other common areas are excluded.

Neutral Color: Neutral colors such as beige, taupe or off-white in a light to medium value that provide a flexible background that can integrate with the décor of successive occupants.

Operations Costs Included in \$35,000 Annual Limit: The Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 included operations costs in the calculation of the \$35,000 annual limit on M&R spending for GFOQs. The Conference Report accompanying the Act defined operations costs, solely for the \$35,000 calculation, as consisting of pro-rated management, services and furnishings.

Out-of-Cycle Submission: Congressional approval is required when maintenance and repair costs of a GFOQ unit will exceed \$35,000, and have not been included and approved in the congressional budget. Submissions are limited to emergency or safety related requirements and may be made at any time when major structural damage has occurred (as from hurricane, earthquake, fire), or there is imminent danger if repairs are not made immediately (as from newly discovered termite damage to structural components or AT/FP requirements). No work may be accomplished prior to congressional notification and approval.

Personal Services: Services performed for the sole benefit of the occupant, such as installing a personal chandelier, or installing outlets for personal property such as Jacuzzi tub.

Project: A project is a specific item of work, carried out on a one-time basis, with a value of \$5,000 or more. Examples of project include (if valued at \$5,000 or more): roof replacement, replacing carpeting in a dining room, installing security lights, performing major repairs to an air conditioning system.

Public Entertainment Area: That area in a set of quarters intended to accommodate public, rather than private,

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entertainment. Includes the entrance foyer, living room(s), dining room, porches, patios, dens, libraries, and the stairways and hallways interconnecting these areas. Guest bedrooms are only authorized in quarters of Special Command Positions and are included only if overnight accommodation of official visitors is required.

Public Entertainment Area Supplemental Furnishings: Government furniture provided to flag and general officer quarters for use in the approved public entertainment areas, to supplement personally-owned furniture.

Readily Removable Communications Equipment: Includes mission-essential equipment that can be unplugged and removed and is dependent upon, but not a part of, the installed infrastructure such as fiber optics cable.

Repair: The restoration of a real property facility, system, or component to such a condition that it may be effectively used for its designated functional purpose. Repair is the restoration of a failed or likely to fail component.

Six-Year Maintenance Plan: Long-range plan covering a six year period used to budget for routine, preventive maintenance, grounds maintenance, maintenance & repair, and improvements. The plan details the scope and total cost of projected major maintenance and repair, minor alterations, and improvements to include work planned for change of occupancy. This plan defines GFOQ requirements, which are integrated into the Navy Family Housing Master Plan to prioritize funding allocations.

Special Allowance Furnishing Items: Government-issued furnishings (china, glassware, silver, table linen, and kitchen utensils) authorized to the quarters of incumbents in Special Command Positions, and used to support their official entertainment responsibilities on behalf of the Navy and the Government.

Special Command Position: A position designated by OSD (DA&M) (reference (d)), occupied by a general or flag officer or civilian equivalent, which carries public entertainment responsibilities that require the incumbent to represent the interests of the United States in official and social activities involving foreign or domestic dignitaries.

Typically, these positions are limited to flag and general officers in the grade of O-10; however, officers in a lower grade may be designated as SCP if the incumbent is: Responsible directly to the Secretary of Defense or the secretary of a military department; the top US representative in an international, political or military group; the commandant, director, president or superintendent of a DOD or service college or academy.

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Window Coverings: Window coverings integral to the dwelling, including shades, shutters, blinds (vertical and horizontal, wood, aluminum and vinyl) and associated hardware.

Window Treatments: Furnishings items that provide decorative treatments to windows in the entertainment areas of GFOQs (for SCPs, authorized throughout the unit). Window treatments include draperies, curtains, sheers, rods, valences, cornices, and associated hardware. Window treatments must be neutral in color and constructed of quality materials with at least a 7-year life expectancy.

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**GENERAL AND FLAG OFFICER QUARTERS (GFOQs)  
STATUTORY AND REGULATORY CONTROLS**

The family housing program is funded annually in the Military Construction Authorization and Appropriations Acts. Statutory regulations contained in the Military Construction Codification Act (Title 10, United States Code (USC), Armed Forces, Chapter 169) govern the Family Housing, Navy (FH,N) appropriation.

1. Spending Limitations. Title 10, USC, Section 2821

a. Exclusive Source: Pub. L. 107-64, Sec. 127, Nov. 5, 2001, 115 Stat. 482. Notwithstanding this or any other provision of law, funds appropriated in Military Construction Appropriations Acts for operations and maintenance of family housing shall be the exclusive source of funds for repair and maintenance of all family housing units, including general or flag officer quarters.

b. Annual Limitation: Not more than \$35,000 per unit may be spent annually for the maintenance, and repair of any general or flag officer quarters without 30 days advance prior notification to the appropriate committees of Congress.

c. Annual Reports: The Under Secretary of Defense (Comptroller) is to report annually to the Committees on Appropriations all operations and maintenance expenditures for each individual general or flag officer quarters for the prior fiscal year.

2. Notice and Wait Requirement. Title 10, USC, Section 2831(f)

a. Notification: Unless identified in the normal, annual budget submission or from unforeseen and necessary environmental, safety or security of the resident arising after submission of the annual budget, no maintenance or repair project may be undertaken until the congressional defense committees are notified if the project will or may result in the total operation, maintenance and repair costs for the unit for the fiscal year exceeding \$35,000. (Added by the Ronald W. Reagan Defense Authorization Act for FY 2005)

b. Definition: For the purpose of this calculation, "operations" is defined as the pro-rated share of costs for management, services and furnishings. Utilities, leases and costs related to historical preservation are not included in the analysis of the \$35,000 threshold. (Found in Conference Report H108-767)

3. Size. Title 10, USC, Section 2826

a. Local Comparability: In the construction, acquisition, and improvement of military family housing, the Secretary of the Navy shall ensure that the room patterns and floor areas of

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military family housing in a particular locality (as designated by the Secretary for purposes of this section) are similar to room patterns and floor areas of similar housing in the private sector in that locality. See paragraph 8 for minimum size standards.

4. Improvements to Family Housing Units. Title 10, USC, Section 2825

a. Authority provided by law to improve existing military family housing units and ancillary family housing support facilities is authority to make alterations, additions, expansions, and extensions.

b. Improvement: In this section, the term "improvement" includes rehabilitation of a housing unit and major maintenance or repair work to be accomplished concurrently with an improvement project. Such term does not include day-to-day maintenance and repair work.

c. Cost limits: Funds may not be expended for the improvement of any single family housing unit, or for the improvement of two or more housing units that are to be converted into or are to be used as a single family housing unit, if the cost per unit of such improvement will exceed:

(1) \$50,000 multiplied by the area construction cost index as developed by the Department of Defense for the location concerned at the time of contract award, or

(2) \$60,000 multiplied by such index, in the case of improvements necessary to make the unit suitable for habitation by a handicapped person.

5. Leasing. Title 10, USC, Section 2828

a. Lease Authority: Subject to paragraph (b), the Secretary of the Navy may lease housing facilities at or near a military installation in the United States, Puerto Rico, or Guam for assignment, without rental charge, as family housing to members of the armed forces and for assignment, with fair market rental charge, as family housing to civilian employees of the Department of Defense stationed at such installation.

b. Conditions for Leasing: A lease may only be made if the Secretary of the Navy finds that there is a shortage of adequate housing at or near such military installation and that:

(1) The requirement for such housing is temporary;

(2) Leasing would be more cost effective than construction or acquisition of new housing;

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(3) Family housing is required for personnel attending service school academic courses on permanent change of station orders;

(4) Construction of family housing at such installation has been authorized by law but is not yet completed; or

(5) A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at such installation.

c. Maximum Units for Lease: Not more than 10,000 family housing units may be leased at any one time under subsection (a).

d. Limits of High Cost Leases. Not more than 500 housing units may be leased under subsection (a) for which the expenditure for the rental of such units (including the cost of utilities, maintenance, and operation) exceeds the maximum amount per unit per year in effect under paragraph (b) but does not exceed \$14,000 per unit per year, as adjusted from time to time under paragraph (5).

e. Lease Term Limits: The term of a lease under this paragraph may not exceed 10 years.

f. Foreign Leases: The Secretary of the Navy may lease housing facilities in foreign countries for assignment, without rental charge, as family housing to members of the armed forces and for assignment, with or without rental charge, as family housing to civilian employees of the Department of Defense.

(1) Per Unit Expenditure Limits: Expenditures for the rental of family housing in foreign countries (including the costs of utilities, maintenance, and operation) may not exceed \$20,000 per unit per year, except that 450 units may be leased in foreign countries for not more than \$25,000 per unit per year.

(2) Waiver Limits: These maximum lease amounts may be waived by the Secretary of the Navy with respect to not more than a total of 350 such units that are leased for incumbents of special (command) positions or for personnel assigned to Defense Attache' Offices or that are leased in countries where excessive costs of housing would cause undue hardship on Department of Defense personnel.

(3) Lease Exception for Italy: In addition to the 450 units of family housing referred to in paragraph (j) for which the maximum lease amount is \$25,000 per unit per year, the Secretary of the Navy may lease not more than 2,800 units of family housing in Italy subject to that maximum lease amount.

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g. Cost Adjustments: The Secretary concerned shall adjust the maximum lease amounts provided for under paragraphs (1), (2), and (3) for the previous fiscal year

5. Anti-Deficiency Act, Title 31 USC Section 1517

a. Prohibitions: An officer or employee of the United States Government may not make or authorize an expenditure or obligation exceeding an apportionment, or the amount permitted by regulations prescribed under section 1514 of this title

b. Timing: The Act prohibits entering into contracts that exceed the enacted appropriations for the year, or purchasing services or merchandise before appropriations are enacted

6. DOD Financial Management Regulations, Volume 6, Chapter 9

a. Administrative Costs. The Management Account includes administration costs for installation housing offices, including management office personnel, supplies, equipment and utilities pertaining to the functions of a family housing office. Also includes costs for administrative support services provided in supply, comptroller, maintenance, and other installation offices when the costs for such services are attributable to family housing.

b. Planning Costs. The Management Account includes requirements surveys and preliminary family housing studies or engineering construction plans made before Secretary of Defense project approval. Also includes planning for improvements and rental guarantee projects, and inspection of construction of rental guarantee projects.

c. Utilities Costs. The Exterior Utilities Account accumulates costs of maintenance and repair of electric, gas, water, sewage and other utility distribution, collection or service systems assigned to family housing. Street and area lighting systems are included in exterior utilities beginning at a point 5 feet from the house line, and ending at a point where the utility system joins a common use main, or terminates.

d. Full Absorption. All costs of providing program support will be computed and charged to the program on a full absorption basis; that is, full cost for dedicated support, and pro rata cost for other support. (090401)

e. Allocation of Costs. Costs shall be charged to the applicable family housing account to the extent that they are practically identifiable and measurable to the housing program. This does not prevent the use of engineered standards or estimates in charging utilities when metering devices are not used. (090402)

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f. Cost limits. To the extent that obligations are incurred for administrative support and supervision efforts, they shall be limited to those incurred at installation level, and will not include those which may be incurred at echelons of command above the installation. (090403)

g. Apportionment of Costs. The costs charged to the program shall be in proportion to the efforts, use, or consumption of goods or services received by the family housing program. Dedicated efforts or responsibilities for the program shall be fully charged. (090404)

h. O&M Costs. When identifying O&M cost to the program, the general premise is that all applicable costs shall be assigned. When an incidental level of effort, supplies, or services are provided on a non-recurring basis, costs need not be identified to the program if they are insignificant, and it is not cost-effective to measure and assign the costs. As a general rule, cost identification is necessary when the support is more than incidental. (090407)

i. Cost of Military Labor. Military labor shall be accumulated and classified as an unfounded cost within the account structure, since the cost is not a reimbursable charge to the program.

7. DoD Financial Management Regulations, Volume 14, Chapter 1

a. Statutory Limitations and Duties of DoD Officials. DoD Officials, including commanders and supervisors to whom funds are entrusted or apportionments or administrative subdivisions of funds are issued, shall

(1) Limit the obligation and expenditure of funds provided to the purposes authorized by type of fund or account.

(2) Ensure that the obligation and expenditure of funds provide for a bona fide need of the period of availability of the fund or account.

(3) Preclude acceptance and use of voluntary services, gifts, and donations, except in accordance with specified provisions of law.

8. NAVFACINST 11101.85H.1 (Section 1.0). The minimum size for GFOQs is as follows:

a. Minimum size for GFOQ is 3330 gross square feet; for an SCP GFOQ it is 3630 gross square feet. Maximum sizes are 4060 gross square feet and 4460 gross square feet respectively

b. Harsh Climates: In harsh climates, the minimum size for GFOQ is 3330 gross sq. ft; for an SCP GFOQ it is 3960 gross sq. ft.



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## OPERATION OF GENERAL AND FLAG OFFICER QUARTERS (GFOQs)

## 1. FUNDING CONTROL

a. Limit of Expenditure. Annually, recurring provisions in the Military Construction Appropriation Acts provide a ceiling of \$35,000 per GFOQ per year on all maintenance, repair and incidental improvements, pro-rated management, services and furnishings. This limit applies to all owned or leased GFOQs. The Navy does not budget for, nor expect to spend, \$35,000 per year on each residence. There is no separate account or source of funding for GFOQs. The needs of GFOQs compete with and must be balanced with the requirements for all other quarters in the Navy inventory. Funding is based upon validated requirements contained in the 6-Year Maintenance Plan and the annual approved budget.

b. Limit on Maintenance and Repair Projects. The Congressional Defense Committees require notification before work is started on any maintenance or repair project when the cost of that project will or may result in the management, services, furnishings, maintenance, repair and incidental improvement costs for the unit for the fiscal year to exceed \$35,000. The environmental/safety/security exception for advance Congressional notification applies to this requirement, but work may not be undertaken on this excepted work without the approval of CNI. When calculating costs for this notification requirement, the term "operations" includes prorated management, services and furnishings, but excludes utilities, leases and historical preservation costs. The exclusion of lease and historic preservation costs is a decision reserved to CNI and shall not be determined at the Regional or installation level. Prior to the start of a project that will or may cause the \$35,000 threshold on operations (including lease and historic preservation costs), maintenance and repair to be exceeded, a written request will be forwarded via the Region to CNI describing:

- (1) The project and its requirement, including photographs of the condition to be corrected,
- (2) The current and projected end of fiscal year costs of operations (including lease and historic preservation),
- (3) The reason why the project was not foreseen and submitted in the normal budget,
- (4) The anticipated award or start and completion date.

c. Exceeding the \$35,000 Limit. The GFOQ maintenance and repair (M&R) limit must not be exceeded without prior approval by CNI and ASN(I&E) and approval by Congress. ASN(I&E) will provide any required prior notification to Congress.

Enclosure (3)

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d. Budget Estimate Submission: Typically, notification is done through submission of the Navy budget. CNI issues instructions for the submission of a budget in excess of \$35,000.

(1) GFOQ Limit: Installations and Regional Commanders will ensure that the amount requested is the total of all major and minor maintenance and repair, incidental improvements, management, services, and furnishings for the entire fiscal year.

(2) Project Awards: Every effort must be made to award major M&R projects (BP-22) in the approved budget year. Only as a last resort may these projects be awarded in the year following the budget year under the limits reported to Congress. Current year (year of award) funds will be used to award projects.

e. Out of Cycle Requests. Out-of-cycle requests to exceed the M&R threshold will be made only when there is an extremely urgent situation, typically related to health or life safety. Out of cycle requests must represent work that is so urgent and compelling that it cannot wait for the next budget cycle; it could not have reasonably been foreseen at the time of the regular budget submission; the cost will cause the \$35,000 limit to be exceeded; and the work is not for alteration, addition or improvement.

(1) Approvals: All out of cycle requests must be approved by CNI and ASN(I&E), including those for unforeseen environmental, health or safety conditions. Approved requests are submitted to Congress for approval. No work may be started until approval is received from CNI. Requests must include:

(a) Justification: Out of cycle requests must include strong justification for why the work must be done out of cycle, including the reason why the requirement was not included in the budget submission, urgency, and the impact of delay.

(b) Description: The request must contain a comprehensive narrative for each GFOQ project, including validation that the work is identified in the GFOQ Six-Year Maintenance Plan. If the work is not included that Plan, a detailed explanation of work must be included.

(c) DD Form 1391: A completed DD Form 1391 to show specific project work to be accomplished on the unit, and to identify costs additional to the threshold.

(d) Cost Breakout: Detailed cost breakout, including line item details. Also, detailed breakout of other anticipated costs for the FY including, but not limited to,

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specific projects approved by the Regional Commander, and all O&M costs.

(e) Detailed Breakout of major M&R or investment work completed in the previous 5 years, or planned for the next 5 years, in accordance with the Six-Year Maintenance Plan.

(f) Photographs depicting the repair requirements.

(g) Statement signed by the GFOQ resident acknowledging the work is complete.

(h) Project Certification Statement signed by the Regional Commander that the work is necessary.

f. Environmental/Safety and Security Exception. There is only one circumstance in which an after-the-fact notification (instead of prior notification) may be made to Congress if the GFOQ limit of \$35,000 is exceeded. That circumstance arises for costs associated with unforeseen environmental hazard remediation (i.e. lead paint, asbestos, radon, toxic mold), or work required for the safety and security of the resident. The approval authority for exceeding the \$35,000 in this circumstance limitation is CNI. Should a situation arise in which the \$35,000 limitation is likely to be exceeded, due solely to unforeseen environmental conditions or unforeseen safety and security issues, the Housing Director will request authority from CNI through the Regional Commander. The request to CNI will include a description of circumstances leading to the anticipated cost increase, an explanation of why the circumstances could not reasonably have been foreseen, a cost estimate for the completion of the work certified by the installation public works officer, a description of the method of accomplishing the additional work and the anticipated completion date. Work will not commence until approval has been received from CNI. After-the-fact notification will be made to Congress by ASN(I&E).

g. Incidental Improvements. Incidental improvements are construction or improvement new work typically performed in support of a maintenance and repair project and funded with BP-20 funds. However, some circumstances may warrant use of incidental improvements without maintenance or repair. Replacement of items within their service life is classified as an incidental improvement. Incidental improvements are limited to \$3,000 per unit per year. Incidental improvements up to \$7,500 per unit per year may be approved by the CNI. This authority may not be delegated. The authority for incidental improvements may not be used to increase the size of a unit (living area or net square footage), increase the number of rooms, or to convert current non-living space (for example, attics or basements) to net living space. Charge costs for GFOQ minor alterations work against the annual \$35,000 GFOQ M&R limit.

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h. Antiterrorism and Force Protection (AT/FP). AT/FP facility improvements are classified as either incidental improvements (BP-20) or improvements (BP-31) and are counted against the \$35,000 limit. M&R and incidental improvement costs for security, AT/FP and communications (excluding removable equipment) required by the occupant to perform his/her mission are charged against the \$35,000 limit, except when funded by a MILCON project. In accordance with public law, the family housing appropriation is the exclusive source of funds for all work on units, including AT/FP improvements. However, communications equipment that is readily removable and mission required is funded with non-MFH funds in accordance with reference (h). Communication cable supporting AT/FP requirements is considered an exterior utility. Charge the entire cost of cable to FH (when used exclusively for family housing). Only that portion of the cable within the 5 ft. line of the dwelling unit is reported as a GFOQ expenditure.

i. 3-Year Limit. Do not undertake a replacement, improvement, incidental improvement or major M&R work on a new unit, or on a unit that has been improved, for 3 years following beneficial occupancy. The 3-year limit does not apply if a project addresses health, safety or life-threatening conditions, if the project falls under the auspices of a larger program such as a general energy efficiency upgrade program, or if work must be accomplished to prevent further damage to the dwelling following a natural disaster or other emergency. In all cases, installations must request approval from CNI via the Regional Commander prior to accomplishing the work, by submitting a copy of DD Form 1391 with full justification for not meeting the 3-year limit.

## 2. MAINTENANCE AND REPAIR OF QUARTERS

a. Change of Occupancy Maintenance. Change of Occupancy Maintenance is maintenance and repair work on housing units when occupancy changes, including:

- (1) Cleaning over and above occupant responsibilities.
- (2) Restoration of interior walls. Depending upon conditions, patch and repaint walls and ceilings as required, typically every 3 years. Paint will be a neutral color (defined in enclosure (1)).
- (3) Repairing floors.
- (4) Cleaning carpets, window coverings, light fixtures and chimney.
- (5) Service of heating, air conditioning and ventilation systems, inspection and cleaning air ducts.

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(6) Performance of minor M&R throughout, including electrical and plumbing fixtures.

(7) Restoration and painting of exterior surfaces.

(8) Inspection and repair of structure and infrastructure (roof, attic, crawlspace and pavements)

(9) Service and repair of windows and doors.

(10) Application/renewal of barrier pesticides (BP-10).

(11) Replacement or repair of interior and exterior caulking and weather seals.

(12) If time permits, additional M&R work may be done during the change of occupancy consistent with the 6- Year Maintenance Plan.

b. Grounds Maintenance. Special command positions are authorized ~~government-provided~~ grounds maintenance, which is charged against the \$35,000 limit. All other GFOQ residents are responsible for the care of grounds for their exclusive use. Exceptions may be granted by CNI in those instances where the area for exclusive use is extremely large or the residence is prominently located and makes a unique contribution to the appearance of the installation.

(1) Waivers for government-provided grounds maintenance may include cutting grass, edging next to hard surfaces, raking and maintaining small shrubbery.

(2) When the government provides grounds maintenance beyond the capability of the resident, costs are prorated and charged to the benefiting GFOQ and the \$35,000 M&R limitation applies.

(3) When enlisted aides perform resident ground maintenance responsibilities in their role of caring for the assigned quarters, no costs are charged to the GFOQ

(4) Waiver requests are to be submitted to CNI for approval via the GFOQ resident (if available) and Regional Commander. Request packages shall consist of the following:

(a) The size, in acres and square footage, of the grounds associated exclusively with the GFOQ.

(b) A description of unique circumstances that preclude the resident from caring for the assigned grounds area of responsibility, such as:

(1) Resident fills a Special Command Position;

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(2) The assigned exclusive use grounds is in excess of one-half acre;

(3) Quarters are prominently located, and make a unique contribution to the appearance of the installation, and are significantly more prominent and unique than surrounding homes and grounds maintained by their resident; or

(4) Overseas security concerns for which other extraordinary measures are routinely taken.

(c) Photographs and site plans of the grounds (and surrounding area) if the waiver requested is based on prominent location and appearance. Photographs shall consist of 8 x 10 inch color photographs, including digital, must be clear and concise, and 8 x 11 inch sheets or "half size" plans; and

(d) Estimated annual cost of resident's portion (cutting, trimming, watering of lawns within the exclusive use area of the house) of grounds care. If the waiver is granted, the grounds assigned to the GFOQ will be maintained by the government using FH,N funding.

c. Six-Year Maintenance Plan (SYMP)

(1) Purpose. The six-year maintenance plan is a long-range plan covering a six-year period, which outlines maintenance, repair and improvement requirements for each GFOQ. It identifies individual items of work and associated costs by fiscal year in four main categories:

(a) Annual routine maintenance, preventive maintenance, and minor repairs;

(b) Change of occupancy costs;

(c) Major repairs;

(d) Improvements

(2) Submission Process. All flag quarters, owned and leased, with the exception of privatized, are required to submit SYMPs as part of their annual budget submission. The premise of the SYMP is that the conditions described in the 6 year period covered are supported by a rigorous facilities inspection covering all aspects of the quarters, including infrastructure (electrical, mechanical, plumbing, communications systems), substructure, structure, exterior walls, interior partitions, windows, doors, interior wall covering, interior floor coverings and other real property chargeable to the quarters (garages, gazebos, grounds, sidewalks, driveways). Based upon this rigorous inspection, it is not expected that annual submissions of the SYMP will contain significant changes from previous year's submissions, but it is recognized that unforeseen

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conditions may arise from time to time. Therefore, the following guidance will be followed in the submission process:

(a) Annual submissions may contain minor changes which must be justified on an accompanying page. The justification for change should describe the item being changed, the new cost, the reason for the change from the previous year's submission.

(b) SYMP: On a 4-year cycle, beginning with the FY-09 submission, SYMPs will be revised completely, based upon new inspections. The cost of this inspection will be included by the activity in its FY-09 budget submission. The next revision of the SYMP will be required in FY-13.

(c) Adjustments: After each budget cycle, CNI will post adjustments to the SYMP on the housing intranet site. The adjustment plans will be the basis of the next annual budget submission.

(3) Preparation. Activities will prepare the GFOQ 6-year maintenance plan in accordance with the format provided at Figure 1. When preparing the 6-year maintenance plan, the following guidelines shall be followed:

(a) Combine like work (either repairs or improvements) in the same fiscal year

(b) Ensure repairs/improvements are classified correctly

(c) CNI policy is to use whole house improvements vice incremental projects to the maximum extent possible. Whole house improvements generally cost less than incremental repairs.

(d) Make recommendations as to replacement, or eliminate GFOQs having continuous costly repairs/ improvements

(e) Keep M&R budgets under \$35,000 wherever possible

(4) Revisions. The plan is the basis for the annual budget and is used for planning, approval, and execution of funds. Budgets shall reflect and be approved based upon the 6-year maintenance plan.

### 3. FACILITY WORK

a. Exterior Utilities. M&R costs for exterior utilities (connection between main and house of water, gas, wastewater, communications, fiber optics, and alarm systems) will be charged to the quarters only for that portion within 5 ft from the exterior wall in accordance with DOD Financial Management Regulations.

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b. Carpet. Installed carpet, including pad, is considered an alternate floor finish and therefore an integral part of the residence and counted against the \$35,000 limit. Installation and cleaning of carpeting is charged against the \$35,000 annual M&R limit. Carpet in neutral colors/patterns may be installed in all living areas, except for those areas subject to moisture such as kitchens, bathrooms, powder rooms, patio, porch and other areas exposed to the weather.

c. Window Coverings. Window coverings (shades, shutters, plantation shutters, blinds, shoji screens and persianas) and associated hardware are considered an integral part of the house and should be provided on all windows throughout the house, including porch and patio windows. Window coverings, their installation, M&R and cleaning are charged against the \$35,000 annual limitation. Window coverings must be chosen in neutral colors.

d. Wall Coverings. Wall coverings are authorized in specific areas of the residence. Wall coverings must be of a neutral color and pattern and of a quality and durability to last through successive residents. Wall coverings are charged against the \$35,000 annual M&R limit.

(1) Use of Wall Coverings: Neutral wall coverings and decorative borders are authorized in kitchens, powder rooms, and bathrooms. They may also be installed below any chair railing in designated public entertainment areas, such as living rooms, dining rooms, and the foyer. Wall covering is not to be used over ceilings or paneling. Neutral colors are beige, gray, taupe or off-white in light to medium values that provide a flexible background that can integrate with the décor of successive occupants.

(2) Borders: GFOQ occupants may install borders and accents over other painted surfaces at their own expense. Residents are responsible for returning the walls to their original condition when these items are removed upon transfer.

(3) Design Assistance: Because wall covering can be a costly item, installations are encouraged to obtain the services of a professional, certified interior design specialist to assist in determining the best value, quality and color/pattern.

e. Flags. U.S. National, combatant command, Service and host nation flags may be purchased and installed using M&R funds (BP-20). Charge authorized flags against the annual M&R limit. Only two flags per residence may be purchased and maintained. The purchase of personal, state or other organizational flags is not authorized. Two surface mounted brackets and associated poles may be installed (chargeable to BP-20). Freestanding flagpoles are only authorized for SCP quarters. When installed, freestanding flagpoles will be designed and sized appropriately for the setting and environment. Free-standing flagpoles in



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non-SCP quarters may remain until major repair is required, when they will be removed.

f. Personal Services: Government resources may not be expended on a GFOQ for the purpose of providing personal services to the occupant, or as a sole personal benefit. For example, an occupant's personal chandelier will not be installed using government labor or contract, nor will outlets be installed for hot tubs at government expense.

g. Consumables: Holiday decorations, gas for portable grills, wood for fireplaces, fish or fish food for ponds, will not be purchased with appropriated funds

h. Outdoor Living Spaces: Outdoor living spaces, such as covered patios, porches or decks, may not be climate controlled with heating or cooling equipment using FH,N appropriated funds.

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GENERAL AND FLAG OFFICER QUARTERS MAINTENANCE PLAN

DATE:

Installation:

Quarters:

Resident:

Year Built:

G/NSF:

Billet:

ACF:

Historic:

Fiscal Year	FY -XX	FY -XX	FY -XX	FY -XX	FY -XX	FY -XX
Region Submit						
CNI Change	0.0	0.0	0.0	0.0	0.0	0.0
CNI Plan Total	0.0	0.0	0.0	0.0	0.0	0.0
Recur Maint						
COO						
Major Repairs						
Improvement						
					6-Year CNO Plan Total:	

Description of CNI Included Items

Data	FY -XX	FY -XX	FY -XX	FY -XX	FY -XX	FY -XX
Recurring						
COO						
Major Repair						
Improvement						

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GENERAL AND FLAG OFFICER QUARTERS MAINTENANCE PLAN

DATE:

Installation:

Quarters:

Resident:

Year Built:

G/NSF:

Billet:

ACF:

Historic:

Description of CNI Deferred/Deleted Items

Data	FY-XX	FY-XX	FY-XX	FY-XX	FY-XX	FY-XX
Recurring						
COO						
Major Repair						
Improvement						

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**GFOQ COST REPORTING**

1. General. GFOQ expenditures are reported to OSD and Congress annually per their direction. It is important to accurately account for GFOQ operation and maintenance costs to ensure limits (law or policy) are not exceeded and to accomplish reporting requirements. M&R costs for GFOQs temporarily diverted to unaccompanied GFOQs (less than 3 years) are paid exclusively from family housing funds.

a. Point of Contact. The Housing Director will appoint a single point of contact (POC) whose responsibility will be to ensure the proper collection, recording and certification of all GFOQ costs. This Housing Director should monitor and validate costs frequently to ensure sufficient authorization exists before approving additional work in the GFOQ. The Housing Director initiates quarterly and annual GFOQ cost reports.

b. Involvement of GFOQ Residents. GFOQ residents should be made aware of all work required and performed in their quarters, including cost estimates prior to work, if desired. Residents should review expenditures included on their cost reports.

2. Tracking and Reporting GFOQ Costs. A separate cost report will be maintained for each GFOQ. All costs associated with each GFOQ and associated real property will be tracked and reported, including operations, M&R, incidental improvements and projects.

a. Occupancy Period for Reporting. Report all costs (operations, utilities, lease and repairs) for any unit used/designated as a GFOQ, whether occupied or not, including units occupied by "frocked" flag officers. All operations, maintenance and repair costs must be reported for the entire year for any unit occupied by a flag officer for any part of a year. Units not occupied by flag officers should be re-designated if it is unlikely to be reoccupied by a flag officer. Senior officer quarters (SOQ) occupied by a rear admiral selectee are not GFOQs; however, project approval levels for rear admiral selectees are the same as for flag and general officers. Additionally, project work will not commence until the date of promotion of occupant to grade O-7.

b. Mid-year Change of Occupancy. When a senior officer (O-6; major repair limit of \$20,000) and a flag officer (O-7 and above; major repair limit of \$35,000) occupy a GFOQ in the same fiscal year, the rules in the Table 4.1 apply. The non-GFOQ \$20,000 limit places an annual obligation limit on major M&R and alteration work on non-GFOQs accomplished by job order, work order, or contract. The GFOQ \$35,000 limit places an annual obligations limit on total costs for maintaining, repairing and making minor alterations on GFOQs.

Enclosure (4)

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c. Table 4.1 gives general guidance for tracking and reporting GFOQ M&R and non-GFOQ M&R costs. For unusual situations, consult with the Regional Commander to avoid exceeding these limits without prior approval authority. In all cases, when a flag officer occupies a GFOQ for any part of a fiscal year costs must be reported on quarterly and annual cost report forms.

d. Violations. To avoid an Anti-Deficiency Act (ADA) violation of Title 31, United States Code (U.S.C.), current expenditures and anticipated costs for the remainder for the fiscal year must be analyzed. If it appears statutory and congressional language limit of \$35,000 may be exceeded for the fiscal year, submit an out-of-cycle budget request to exceed the limit through the Regional Commander to CNI for review, who will forward it to ASN (I&E) for submittal to Congress

Table 4.1 Tracking and Reporting M&R When Re-designating GFOQS and SOQS

Status of Resident	Quarters Re-designated to:	Guidance on Limits and Reporting (note paragraph 2.b for application of limits)
Senior officer occupies SOQ for part of year, then becomes flag officer	GFOQ	\$35,000 limit applies when re-designated All M&R, incidental improvements, COO charged to \$35,000 for the entire year For first quarterly report, all costs are reported, charged to the quarter in which they were incurred
Flag officer occupies GFOQ for part of year, then moves out; senior officer moves in	SOQ	\$35,000 limit applies while GFOQ; when SOQ, \$20,000 limit applies for major M&R including incidental improvements Quarterly reports continue to be sent in after re-designation

3. When to Charge and Report Costs. In general, charge and report annual costs on the date the funds are obligated. However, for multiunit service contracts where funds are obligated when the contract is awarded, charge costs to individual GFOQs as expenses are incurred. Examples of these contracts are housing maintenance, grounds maintenance and refuse collection. Do not report anticipated costs prior to obligation or receipt of services. For example, do not report an expected fourth quarter expense on the third quarter report.

a. Contract Costs. For contract work, (BP-10 and BP-20), charge and report the entire cost of the work (labor plus materials) at the time the contract is awarded. Changes to costs prior to end-of-year reports (fourth quarter) will be reported when the contract change is approved. Once annual reports have been submitted thorough the Regional commander to CNI, updated reports need to be submitted only if a cost change would affect statutory or regulatory compliance. However,

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updated annual cost reports incorporating the changes should be retained at the installation.

b. In-house costs. For in-house work, charge and report the cost of materials as they are received. Charge and report actual labor for in-house work at the time the hours are expended.

4. How to Charge Costs. Determine O&M costs for GFOQs in one of two ways, and charge accordingly:

a. Single GFOQ. If costs are solely attributable to a GFOQ, such as a maintenance project or contract cleaning for an individual unit, charge the entire cost to the GFOQ.

b. Shared Costs. If two or more units benefit from services (e.g., trash collection, maintenance, shared garage), prorate the costs among all benefiting units. For utilities, determine a cost per square foot and charge the GFOQ the cost per square foot times the GFOQ area.

5. Cost Categories. All costs associated with the operations, M&R and improvements of a GFOQ and its associated real property must be tracked and reported.

a. Operations Costs. Report all expenditures associated with management, services, utilities, leases, municipal type services, miscellaneous and furnishings in this category.

(1) Management (BP-11): Costs for GFOQs are identified as follows:

(a) Total cost of personnel labor, excluding military personnel, (including travel, training, per diem, etc.) for those specific individuals that support the management of the flag quarters (for example, the flag coordinator). This does not include costs for maintenance personnel who perform routine maintenance and repairs. Include a pro rata share of housing office (welcome center) costs, distributed on the basis of total housing units).

(b) Costs for requirements surveys and preliminary family housing studies, or engineering construction plans made before Secretary of Defense project approval. Also includes planning for improvement and rental guarantee projects, and inspection of construction of rental guarantee housing

(2) Services (BP-10): Costs associated with paying the following:

(a) Police Protection: Pro-rata share of the overall family housing costs for police protection. Includes the costs of law enforcement, traffic control, and protection of Government property, as well as the cost of services provided by

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the local or state municipalities where contractual agreements are in effect. Prorated costs for police protection provided by Government forces will be charged on the full absorption basis for family housing.

(b) Fire Protection: Pro-rata share of the overall family housing costs for fire protection. Includes the costs for fire protection and prevention, as well as the cost of services provided by local or state municipalities where contractual agreements are in effect. Prorated costs for fire protection provided by Government forces will be charged on the full absorption basis for family housing.

(c) Pest Control: Pro-rata share of the overall family housing contract or in-house cost. Includes costs above the specific contract/in-house requirement for specific additional work items ordered. Excluded is the cost for repair of damage to a building as a result of pest infestation, which should be charged to the appropriate maintenance and repair account.

(d) Refuse Collection and Disposal: Pro-rata share of the overall family housing contract or in-house cost. Also includes cost for purchase or replacement of trash and recycling containers.

(e) Street Cleaning: Pro-rata share of the overall family housing contract or in-house cost. Includes the costs of sweeping, flushing, and litter pick-up.

(f) Snow Removal: Pro-rata share of the overall family housing contract or in-house cost. Includes the costs of removal, hauling, and disposal of snow, ice, sand, and scrap material from family housing facilities. Also includes the erection, maintenance, and repair and removal of snow fences.

(3) Utilities (BP-12): Includes total costs of all utilities consumed in family housing and supporting facilities to include gas, propane gas, electricity, water, sewer, steam and fuel oil. Costs may be based on engineering estimates, actual meter readings, or prorated based on area.

(4) Furnishings (BP-14): Costs associated with the provision, moving, handling, and repair or replacement of government owned household movable equipment such as ranges and refrigerators and furnishings such as supplemental entertainment items (area rugs, window treatments, etc.). All furnishing costs are posted to the quarterly report, to either Line 5.A, (against the annual limit) or Line 5.B (not against the annual limit). See enclosure (6) for specific items to be charged against Lines 5.A and 5.B.

(5) Leasing (BP-15): All costs associated with leased quarters when included in the lease contract. Costs which arise

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outside the lease contract are reported under the applicable BP. For example, M&R performed by contract (not the lease contract) is reported as BP-20.

b. Maintenance, Repair and Improvement Costs. Report all expenditures for M&R work in this category, including periodic and recurring maintenance, contract cleaning, service calls, minor and major repair, incidental improvements, and grounds maintenance. If self-help work has been authorized, report the cost of materials.

(1) Other Real Property. Charge costs associated with the dwelling unit, such as garages, driveways and grounds, directly associated with the GFOQ.

(2) Built-In Appliances and Equipment. Charge costs associated with the purchase, installation, repair and replacement of built-in appliances and equipment to M&R costs. This includes, but is not limited to, cook-tops, ovens, dishwashers, and trash compactors.

(3) Exterior Utilities. Costs to GFOQs for utility systems such as water, electricity, gas, wastewater, communications and alarm systems, and associated M&R, will extend only to work within the 5-foot line of the quarters footprint. This charge does not apply to the alarm system itself, but only to the communications connections going to the central system.

6. Reporting Requirements. Report expenditures for each owned or leased GFOQ quarterly. Retain the printed file copies of the quarterly and annual reports for 5 years to support 5-year furnishings limitations.

a. Quarterly Reports. The fourth-quarter report is used to report annual obligations to Congress for each GFOQ and provides a historical database on GFOQ expenditures.

b. Due Dates. The quarterly cost reports are due to the Regional Commander by the 21st of the month, and to CNI by the 30<sup>th</sup> of the month, following the close of the quarter. Strict adherence to the submission date is imperative.

c. Comptroller Submission. CNI will consolidate and send the reports to ASN(I&E) for review. The reports are then forwarded to the DOD Comptroller, who will submit the reports to Congress by 15 January each year.

d. Revisions. After annual reports have been submitted, submit revised cost reports when cost changes to a contract would affect statutory or regulatory compliance.



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7. Public-Private Venture Reporting: Accounting information specifically designated for these dwellings will be reviewed by the Asset Manager and reported in the normal quarterly and annual reports, using the specified cost data format found in Enclosure (8). Cost accounting information for privatized units is for internal Navy use only.

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**INSTRUCTIONS FOR COMPLETING  
QUARTERLY OPERATIONS AND MAINTENANCE REPORT**

The new standardized report for reporting quarterly obligations and costs is in the form of a workbook with three tabs at the bottom. The first tab, *Quarterly O&M*, is the spreadsheet that will be filled out by the activity whenever an obligation or expense is charged against the quarters. The second tab, *Executive Summary*, is linked to the first tab and the activity will not take any action to complete this form, except to fill in prior year M&R, O&M and furnishings costs. Otherwise, this form will be automatically filled in as the *Quarterly O&M* form is completed. This is the actual quarterly cost report that should be presented to the resident when the activity briefs him/her on his/her quarterly expenses. Local CNI Comptroller concurrence by letter or email is required each quarter, although a comptroller's signature only needs to be submitted to CNI with the fourth quarter submission. The region should maintain comptroller concurrence for the first, second and third quarters on file locally. In the absence of a local comptroller, the region should call CNI for guidance. The third tab, *DD2405*, is the final, year-end annual report of obligations and expenses that will be submitted as the final DD 2405. Most of this form, too, will be automatically calculated as the *Quarterly O&M* tab is completed.

The first two tabs, *Quarterly O&M* and *Executive Summary*, must be submitted to CNI no later than the last day of the month following the end of the quarter: 31 January, 30 April and 31 July. All three tabs, which include the DD 2405, must be completely filled out with all four quarters of cost data and submitted to CNI no later than 30 Oct, with regional and comptroller concurrence.

**QUARTERLY O&M**

1. Quarters ID: CNI will enter
2. Activity: CNI will enter
3. Resident: Enter in Cell B3 the full rank, first, middle initial and last name of the resident residing in the unit.
4. Billet: Enter in Cell B4 the billet of the resident listed in Cell B3.
5. Flag ID #: CNI will enter
6. Date Unit Occupied: Enter in Cell H1 the date the current resident moved into unit.

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7. Projected Rotation Date: Enter in Cell H2 the date the current resident is projected to rotate.
8. Year Built: CNI will enter
9. Net Square Feet: CNI will enter
10. Historic: CNI will enter

NOTE: The format attached is written in Excel. Columns A and B are locked to preserve the approved budgets and scope of work. All formula cells are also locked to help prevent addition errors. Columns G and H are locked as well to protect the integrity of the totals cells. If you need additional rows, you will need to return the workbook to CNI and ask us to insert more rows. The turnaround on this is very short, usually within the same day, so this should not inconvenience you.

11. Column B, FY-xx Budget: Reflects only those amounts approved on your 6-year maintenance plans or included as part of the current year budget book. All amounts must be rounded to nearest \$100. Call CNI if you have any questions concerning your approved budget, although all approved budgets will be posted on the intranet site prior to the beginning of the FY.
12. Columns C, D, E, F, Quarterly Costs Actual amount obligated for the quarter by line item. Each amount must have a corresponding entry under Column B. If this is new work that was NOT part of the originally approved budget, the amount in Column B should be 0 (zero). Amounts should not be rounded but should reflect actual expensed or obligated costs. Newly identified work must be footnoted to explain reason for work performed (e.g., refrigerator beyond its useful life). Additionally, any expenses that exceed or significantly under-execute the budgeted amount must be footnoted and explained.

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13. Column G, Annual Expenses & Obligations: No action required. Will automatically be calculated to indicate year-to-date expenses and obligations.
14. Column H, Balance: No action required. Will automatically be calculated to indicate amount remaining after each quarter's obligations. Negative numbers will be shown as (1,234).
15. Column I, Notes: Footnote all new work identified and/or significant cost increases or decreases. Put the note number in this column and then list the notes with explanations in numeric order after the Grand Total line.

#### EXECUTIVE SUMMARY

This worksheet will be calculated automatically as the Quarterly O&M form is completed. Only four cells on this worksheet must be completed by the activity; all other cells are protected. These four cells represent the M&R and O&M totals of the previous two years. The activity/region must use their annual O&M submission to fill in cells G6 and I6. Please note - these are NOT budget amounts but actual O&M reported costs.

1. Cell G5, FY-XX M&R: CNI will enter
2. Cell G6, FY-XX M&R: Enter the M&R Total (NOT O&M) for FY-XX
3. Cell I5, FY-XX O&M: CNI will enter
4. Cell I6, FY-XX O&M: Enter the O&M Total for FY-XX
5. Cell F10, FY0XX Furnishings:  
Enter total chargeable furnishings amount for FY-XX

CNI will enter prior fiscal year data in Cells C10, D10 and E10. Cell G10 will automatically pull in the chargeable furnishings costs as they are entered on the Quarterly Cost Report. Cell H10 will calculate automatically. Likewise, for Special Command Positions, Cells G12 and G13 will populate automatically when the corresponding cells are entered on the Quarterly Cost Report.

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**FY 20XX GENERAL AND FLAG OFFICERS' QUARTERS  
QUARTERLY OPERATIONS AND MAINTENANCE REPORT**

QUARTERS ID:  
ACTIVITY:  
RESIDENT:  
BILLET:  
FLAG ID #:

DATE UNIT OCCUPIED:  
PROJECTED ROTATION DATE:  
YEAR BUILT:  
NET SQUARE FEET:  
HISTORIC STATUS:

A	B	C	D	E	F	G	H	I
LINE ITEM	FY2005 APPROVED BUDGET	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	ANNUAL EXPENSES+ OBLIGATIONS	FY2005 BALANCE	NOTES
<b>MANAGEMENT (BP-11)</b>								
Pro-Rated Mgmt								
<b>SUBTOTAL - MANAGEMENT</b>								
<b>SERVICES (BP-10)</b>								
Refuse Collection/Disposal								
Fire Protection								
Police Protection								
Pest Management								
Custodial Services								
Snow Removal								
Street Cleaning								
Other - Identify								
<b>SUBTOTAL - SERVICES</b>								
<b>UTILITIES (BP-12)</b>								
Electricity								
Gas								
Fuel Oil								
Water								
Sewage								
Other - Identify								
<b>SUBTOTAL - UTILITIES</b>								
<b>FURNISHINGS (BP-14)</b>								
<u>Charged to Allowance</u>								
Maintenance/Repair, Furniture								
Replacement, Furniture								
Initial Issue, Furniture								
Other - Identify								
<b>SUBTOTAL - CHARGEABLE FURNISHINGS</b>								
<u>Not charged to Allowance</u>								
Control, Moving, Handling								
Replacement, Appliances								
Maintenance/Repair, Appliances								
Initial Issue, Appliances								
Furnishings Labor								
Furnishings Support								
<u>Special Command Positions Only</u>								
Replacement china/silver/linen - identify								
Miscellaneous items - identify								
<b>SUBTOTAL - NONCHARGEABLE FURNISHINGS</b>								
<b>SUBTOTAL - FURNISHINGS</b>								
<b>TOTAL OPERATIONS</b>								

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**FY 20XX GENERAL AND FLAG OFFICERS' QUARTERS  
QUARTERLY OPERATIONS AND MAINTENANCE REPORT**

A	B	C	D	E	F	G	H	I
LINE ITEM	FY2005 APPROVED BUDGET	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	ANNUAL EXPENSES+ OBLIGATIONS	FY2005 BALANCE	NOTES
<u>SHELTER RENT (BP-15)</u>								
Shelter Rent								
Make Ready								
<b>SUBTOTAL - SHELTER RENT</b>								
<u>SERVICE CALLS (BP-20)</u>								
SUBTOTAL - SERVICE CALLS								
ROUTINE/RECURRING MAINTENANCE								
<u>M&amp;R DWELLING (BP-20)</u>								
SUBTOTAL - ROUTINE MAINT								
<u>CHANGE OF OCCUPANCY (BP-20)</u>								
SUBTOTAL - CH OF OCCUPANCY								
<u>M&amp;R, GROUNDS (BP-20)</u>								
SUBTOTAL - GROUNDS								
<u>M&amp;R EXT. UTILITIES (BP-20)</u>								
SUBTOTAL - M&R, EXT. UTILITIES								
<u>M&amp;R, OTHER REAL PROPERTY (BP-20)</u>								
SUBTOTAL - OTHER REAL PROPERTY								
<u>INCIDENTAL IMPROVEMENTS (BP-20)</u>								
SUBTOTAL - INCIDENTAL IMPROVE								
<u>QTRS CLEAN (OVERSEAS) (BP-23)</u>								
SUBTOTAL - QTRS CLEAN								
<b>TOTAL ROUTINE MAINT</b>								
<u>MAJOR REPAIRS (BP-22)</u>								
SUBTOTAL - MAJOR REPAIRS								
<b>TOTAL M&amp;R</b>								
<b>TOTAL O&amp;M</b>								
<u>IMPROVEMENTS (BP-31)</u>								
SUBTOTAL - IMPROVEMENT								
<b>GRAND TOTAL</b>								

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# **FY 20XX GENERAL AND FLAG OFFICER QUARTERS EXECUTIVE SUMMARY**

QUARTERS ID:

ACTIVITY: 0

RESIDENT:

BILLET:

DATE OCCUPIED:

FY XX M&amp;R:

FY XX O&amp;M:

PROJECTED ROTATION DATE:

FY XX M&amp;R:

FY XX O&amp;M:

CY-4	CY-3	CY-2	CY-1	CY*	Total	**
------	------	------	------	-----	-------	----

Furnishings Allowance:

SCP china/silver/linen replacement:

SCP miscellaneous items:

\*CY = current year (must not exceed \$6K or \$10K (SCP)

\*\* must not exceed \$20K or \$40K (SCP)

\*\*\* must not exceed \$1K

LINE ITEM	BP	FY2005 APPROVED BUDGET	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	ANNUAL EXPENSES+ OBLIGATIONS	FY20XX BALANCE
MANAGEMENT	BP-11	-	-	-	-	-	-	-
SERVICES	BP-10	-	-	-	-	-	-	-
UTILITIES	BP-12	-	-	-	-	-	-	-
FURNISHINGS	BP-14	-	-	-	-	-	-	-
SHELTER RENT**		-	-	-	-	-	-	-
MAKE READY**		-	-	-	-	-	-	-
<b>TOTAL OPERATIONS</b>		-	-	-	-	-	-	-
SERVICE CALLS	BP-20	-	-	-	-	-	-	-
ROUTINE MAINTENANCE	BP-20	-	-	-	-	-	-	-
CHANGE OF OCCUPANCY	BP-20	-	-	-	-	-	-	-
GROUPS	BP-20	-	-	-	-	-	-	-
EXT. UTILITIES	BP-20	-	-	-	-	-	-	-
OTHER REAL PROPERTY	BP-20	-	-	-	-	-	-	-
INCIDENTAL IMPROVEMENTS	BP-20	-	-	-	-	-	-	-
QTRS CLEAN*	BP-23	-	-	-	-	-	-	-
<b>TOTAL ROUTINE MAINTENANCE</b>		-	-	-	-	-	-	-
<b>TOTAL MAJOR REPAIRS</b>	BP-22	-	-	-	-	-	-	-
<b>TOTAL MAINTENANCE AND REPAIR</b>		-	-	-	-	-	-	-
<b>TOTAL O&amp;M (M&amp;R + OPS)</b>		-	-	-	-	-	-	-
<b>IMPROVEMENTS</b>	BP-31	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>		-	-	-	-	-	-	-

\*For OCONUS QTRS ONLY

\*\*For LEASED QTRS ONLY

## GENERAL AND FLAG OFFICER QUARTERS MANAGEMENT REPORT

1. REPORT DATE <div style="text-align: center;">9/30/XXXX</div>		2. REAL PROPERTY INVENTORY CODE (RPIC)	
<b>3. INSTALLATION DATA</b>			
a. NAME <div style="text-align: center;">0</div>		b. MAJOR COMMAND/ENGINEERING FIELD DIVISION	
c. STATE	d. ZIP CODE	e. COUNTRY	
<b>4. QUARTERS DATA</b>			
a. QUARTERS IDENTIFICATION CODE (Q/C) <div style="text-align: center;">0</div>		b. LOCAL QUARTERS IDENTIFICATION	
c. NET FLOOR AREA (Sq. Ft.) <div style="text-align: center;">0</div>	d. YEAR BUILT <div style="text-align: center;">0</div>	e. HISTORIC REGISTER	
<b>5. MANAGEMENT DATA (Enter whole dollar amounts only)</b>			
a. TOTAL OPERATIONS AND MAINTENANCE (1)+(2)+(3)+(4)		\$ -	
(1) OPERATIONS	\$ -		
(2) UTILITIES	\$ -		
(3) LEASE	\$ -		
(4) MAINTENANCE AND REPAIR	\$ -		
b. IMPROVEMENTS		\$ -	



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**GFOQ FURNISHINGS, TABLEWARE AND APPLIANCES SUPPORT**

1. Furnishings Support: General and flag officers and civilian equivalents living in government-controlled family housing are authorized furnishings support to meet official representational and entertainment responsibilities.

a. Enclosure (7) provides furnishings and tableware allowances for the quarters of incumbents of SCPs, and supplemental furnishings for quarters of flag officers and rear admiral selectees and civilian flag officer equivalents.

b. Exclusions: Furnishing items not included in enclosure (7) may not be purchased, maintained, repaired or replaced at government expense without approval of CNI.

2. SCP Furnishing Support: SCPs have significantly more responsibilities than non-SCPs for official and social entertainment activities in representing the interest of the United States. Also, incumbents of SCPs are often housed in larger GFOQs, which may require more than the usual amount of furniture. Therefore, incumbents of SCPs are authorized furnishings and window treatments in one guest bedroom in addition to public entertainment area. Tableware support includes Navy crystal, china, flatware, hollowware and table linens. See enclosure (7) for a detailed listing of authorized items. The Master Chief Petty Officer of the Navy is entitled to the same furnishings as an SCP.

3. Supplemental furnishings. Supplemental furnishings are intended to support the official entertainment needs of non-SCP flag officers, rear admiral selectees, captains serving as the installation commander, and civilian flag officer equivalents living in government-controlled and privatized housing.

a. Use of Supplemental Furnishings: Supplemental furnishings should be used to complement, not replace, personally-owned furnishings typically expected of an individual of this grade and position based on his or her grade and family size.

b. Purchase of Supplemental Furnishings: Installation commanders approve the purchase of supplemental furnishings, within the approved budget, and in accordance with enclosure (7).

c. Entertainment areas include the entrance foyer, living room, dining room, den, library, porches, patios, and stairways and hallways connecting these areas. See enclosure (7) for a detailed listing of authorized items

4. Furnishings for Unaccompanied Members Residing in Government-Controlled Family Housing. Unaccompanied members and voluntarily unaccompanied members residing in family housing

Enclosure (6)

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receive the same entitlement to furnishings as accompanied members of equal grade. Unaccompanied flag officers who reside in housing permanently designated as unaccompanied housing on real property records should receive appropriate furnishings support using other than family housing funds.

5. Authorized Furnishings. The Navy standardizes SCP furnishings, tableware and supplemental furnishings to ensure these items are prudent, reasonable and consistent with OSD directives. Authorized furnishings are identified in enclosure (7). Regional commanders may request authorization for additional furnishings items if required.

a. Window Treatments. See enclosure (1) for the definition of window treatments, and to note the difference between window treatments and window coverings. Window treatments are considered furnishings and include draperies, curtains, sheers, rods, valences, cornices, and associated hardware. Window treatments must be neutral in color (may include white) and constructed of quality materials with at least a 7-year life expectancy.

(1) For SCP quarters, window treatments are authorized throughout the unit. For other GFOQs, window treatments are authorized only in entertainment areas, as defined in enclosure (1).

(2) For SCP quarters, charge the cost of replacement window treatments against the annual furnishings limit of \$10,000, and 5-year limit of \$40,000. Exclude initial-issue window treatments required due to new construction, or redesignation of a unit for GFOQ use.

(3) For all other GFOQs, charge the replacement cost against the annual furnishings limit of \$6,000 and 5-year limit of \$20,000.

(4) Cleaning costs for window treatments are reported on the quarterly and annual cost reports as Furnishings and are not charged against limit.

b. Appliances. The Housing Director provides freestanding or permanently installed appliances for GFOQs in accordance with enclosure (7). To determine the proper cost category, use the principle that freestanding is an operations cost (BP-14) and installed is an M&R cost (BP-20). Charge subsequent costs incurred for the item (maintenance, repair or replacement) to the same cost category initially assigned to the appliance.

(1) Authorized appliances and equipment for GFOQs include stove or cook-top with wall oven, two refrigerators or a refrigerator and freezer, installed or portable dishwasher, microwave oven, trash compactor, icemaker, washer and dryer.

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(2) Installed or built-in appliances such as a dishwasher or built-in oven or cook-top are charged and reported against the annual \$35,000 M&R limit. Charge maintenance, repair or replacement of installed appliances to the M&R limit.

(3) Freestanding appliances (not installed) such as a portable dishwasher on wheels, refrigerator, stove, microwave, ice maker, washer and dryer are charged as furnishings and not subject to annual cost limit on furnishings. These appliance items are reported on the quarterly report, not charged against any limit. Charge purchase, maintenance, repair or replacement of freestanding appliances to the operations account (BP-14).

6. Requesting New Items: If new furnishings, appliance or equipment items not included in this instruction are needed, the activity will submit a request with supporting documentation to CNI via the Regional Commander. To assist CNI in the evaluation of the request, state the rationale for need, cost, describe the proposed location in designated entertainment area of the quarters, and provide other available information (brochures, sketches, and photographs). CNI will determine whether the item is appropriate for Navy-wide application; if so, the item will be added to this instruction, and Regional Commanders will be notified of the new SCP or supplemental furnishings item.

7. Furnishings Cost Limits: Furnishings cost limits must be applied to GFOQs. Limit expenditures for furnishings listed in enclosure (7) of this instruction to \$10,000 per SCP per fiscal year, and \$40,000 per SCP for a 5-year consecutive period. For other GFOQs, limit expenditures to \$6,000 per GFOQ per fiscal year, and \$20,000 per GFOQ for a 5-year consecutive period.

a. Limits and Exclusions: The limit applies to new items taken from existing base stocks that have never been charged to a GFOQ. Exclude items from existing warehouse stock when the item has been used and previously charged to other quarters. Exclude costs associated with government-provided shipping, transportation, pickup, delivery, installation, repair or cleaning furnishings, as well as commercial shipping costs for items delivered to base warehouse at OCONUS locations

b. Application of Limits: Apply the furnishings limit to the:

(1) Purchase cost of furniture

(2) Purchase cost of area rugs. Area rugs are not authorized when installed carpet is in place

(3) Replacement cost of window treatments. Exclude initial-issue window treatments required due to new construction or re-designation of a unit for GFOQ use

(4) Refinishing and reupholstering

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(5) Replacement tableware, linen, and artificial plants for SCP quarters

c. Waiver to Cost Limits. The Housing Director will forward requests to exceed furnishings cost limits (annual and 5-year limits) to the CNI via the Regional Commander. The waiver requests must be justified, and include:

(1) Housing Director's statement validating the requirement to exceed the cost limits, including an explanation why exceeding costs is necessary.

(2) List of items requested, including costs.

(3) Description of furnishing actions completed (with costs) and those proposed for the FY.

d. Annual and long-range plans, including furnishings plan, for GFOQS, should show an ability to maintain quality furnishings within the expenditure limits in future fiscal years.

8. Special Command Position (SCP) Tableware and Linen Allowances. The Navy has standardized tableware authorizations. Housing Authorities are responsible for tracking and reporting these expenditures on the cost reports.

a. Table Linen. Table linens are accountable items and should be itemized on NAVSUP Form 460. Unserviceable linen should be turned in to the Housing Director for disposal. The Housing Director will adjust the NAVSUP Form 460 accordingly.

(1) Housing managers may purchase replacement linens (BP-14) locally using the Government Purchase Card (GPC).

(2) Flag officers may purchase replacement linens using personal funds, and the Housing Director will process Standard Form (SF) 1164, Claim for Reimbursement, to the financial services office.

(3) Table linen may be cleaned at government expense with BP-14 funds. Report costs on the Quarterly Cost Report, furnishings, not chargeable category; this service is not subject to any limit.

b. Tableware. Tableware includes china, glassware, flatware, and hollowware.

(1) Authorized tableware items are accountable and will be itemized using NAVSUP Form 460. Turn in damaged, chipped or broken crystal to the Housing Director for disposal.

(2) New and replacement items may be obtained from the USAF 11<sup>th</sup> Wing, 11 WG/SUPS, 220 Brookley Avenue, Bolling AFB, DC,

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20332-0302. Inventory Items will be returned to 11 WG/SUPS upon disestablishment of the SCP position.

c. SCP Allowance: Special Command Positions are allowed two additional \$1,000 furnishings funds annually. The first allowance is for locally replaced linen and non-crested tableware. The second allowance is for the purchase of any miscellaneous item not listed on enclosure (7). Housing Directors will budget for these allowances. Expenses are reported on the quarterly report on the appropriate lines (BP-14, Special Command Positions Only). Waivers to these two annual allowances may be requested from CNI.

9. Furnishings and Tableware Accountability. Flag officers are accountable for government-issued furnishings and tableware placed in the quarters. Furnishings and tableware items are recorded on NAVSUP Form 460 and signed for by the Flag officer, spouse, adult household member, or member of the Flag officer support staff. The Housing Director will maintain the current NAVSUP Form 460. Unserviceable items should be turned in to the Housing Director for disposal, and the Housing Director will adjust NAVSUP Form 460 accordingly.

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## GFOQ FURNISHINGS ALLOWANCES

The following is a list of GFOQ whole house furnishings for SCP incumbents and supplemental furnishings for general and flag officers, flag selectees and O-6 installation commanders. SCP items are subject to a \$10,000 annual and \$40,000 five-year cost limitation. Non-SCP items are subject to a \$6,000 annual and \$20,000 five-year cost limitation. Notes at the end of this attachment apply.

## Part A: Room and Outdoor Furnishings

Item	Special Command Position	Supplemental Furnishings General/Flag Officers, Flag Selectees, and O-6 Installation Commanders
<b>LIVING ROOM</b>		
Sofa	As required	1
Love seat	As required	1
Easy chair	As required	2 in lieu of wing back chairs
Wing back chair	As required	2, in lieu of easy chairs
Desk chair	1 per desk	Not authorized
Desk	As required	Not authorized
Desk lamp	1 per desk	Not authorized
Floor lamp	As required	As required, when existing light fixtures are inadequate
Table lamps	As required	1 per table
Bookcase	2, if not built in	1, if not built in
End tables	As required	2
Coffee table	1 per sofa	1
Occasional table	As required	As required
Ottoman	As required	1
Framed mirror	1	1
Fireplace set and screen	1 per fireplace	1 per fireplace
Window treatments	As required	As required
Area rugs	As required, when no carpet installed	As required, when no carpet installed
<b>DINING ROOM</b>		
Dining Table	1	1
Table Pad	1	1
Dining arm chair	2	2
Dining side chair	As required, not to exceed the seating capacity of the dining table less the two dining armchairs	As required, not to exceed the seating capacity of the dining table less the two dining armchairs
China cabinet	1, if not built in	1, if not built in
Buffet	As required	1, in lieu of server
Server	As required	1, in lieu of buffet
Serving /Tea Cart	1	Not authorized
Framed mirror	1	1
Floor lamp	As required	As required
Table lamp	As required	2 per buffet/server
Window treatment	As required	As required
Area rugs	As required, when no carpet installed	As required, when no carpet installed

Enclosure (7)

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<b>KITCHEN</b>		
Kitchen table	1	Not authorized
Kitchen chairs	4	Not authorized
Bar stool	4, for eating counter in lieu of kitchen table and chairs	Not authorized
Step stool	1	Not authorized
Clothing locker	1, if no closet exists	Not authorized
Window treatments	As required	Not authorized
<b>MAIN HALLWAY</b>		
Occasional table	As required	1
Arm chair	2	2
Table lamp	1 per occasional table	1
Floor lamp	1	1
Framed mirror	1	1
Window treatment	As required	As required
Area rugs	As required, when no carpet installed	As required, when no carpet installed
<b>FOYER/ENTRY WAY</b>		
Library table	1	Not authorized
Occasional table	As required	1
Writing desk	1	1
Desk chair	1	1
Easy chair	As required	1
Desk lamp	As required	1
Table lamp	As required	1
Floor lamp	As required	1
Bookcase	1, if not built in	1, if not built in
Coat rack	As required	As required
Framed mirror	As required	1
Artificial plants	As required	Not authorized
Window treatment	As required	As required
Area rugs	As required, when no carpet installed	As required, when no carpet installed
<b>LIBRARY/DEN</b>		
Sleeper Sofa	1	1
Easy chair	2	1, in lieu of wing back chair
Wing back chair	2	1, in lieu of easy chairs
Desk chair	1	1
Desk	1	1
Desk lamp	1	1
Floor lamp	As required	As required
Table lamps	As required	1 per table
Bookcase	As required, if not built in	1, if not built in
End tables	As required	2
Coffee table	1	1
Occasional table	As required	1
Ottoman	1	1
Magazine rack	1	1
Fireplace set and screen	1 per fireplace	1 per fireplace
Window treatments	As required	As required
Area rugs	As required, when no carpet installed	As required, when no carpet installed

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<b>GUEST BEDROOM</b>		
Bed frame	As required	Not authorized
Headboard	Size and type as required	Not authorized
Mattress	Size and type as required	Not authorized
Box spring	Size and type as required	Not authorized
Bed Linen and pillows	As required	Not authorized
Night stand	1 per twin, 2 per queen bed	Not authorized
Table lamp	1 per night stand	Not authorized
Dresser	1	Not authorized
Dresser mirror	1 per dresser	Not authorized
Framed mirror	1, in lieu of dresser mirror	Not authorized
Chest of drawers	1, in lieu of dresser	Not authorized
Side chair	1	Not authorized
Wardrobe	1, if not built in or no closet	Not authorized
Window treatments	As required	Not authorized
<b>PORCH, PATIO, DECK</b>		
Outdoor dining table w/umbrella and base	4	1
Outdoor dining chairs	4 per table	4 per table
Porch chairs	2	2
Chaise lounge	4	2
Glider/settee	2	Not authorized
Patio end table	1	1
Table lamp	1 per table	1 per table
Portable gas grill	1 (note 5)	Not authorized



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## GFOQ FURNISHINGS ALLOWANCES

**Part B: Appliances, Kitchen and Other Miscellaneous Equipment**

Note: Special Command Positions are authorized commercial-grade appliances

Item	Special Command Position	General/Flag Officers, Flag Selectees, and O-6 Installation Commanders
<b>KITCHEN APPLIANCES</b>		
Refrigerator with icemaker	As required	2 (note 4)
Food Freezer or Second Refrigerator	As required	1 (note 4)
Frozen food cabinet (walk-in, stand-alone, not built-in)	1	Not authorized
Free-standing ice machine	1	1
Range	As required	1 (note 4)
Double oven	As required	1
Microwave oven	1	1
Food warmer	1	Not authorized
Dishwasher	2	1
Trash compactor	1, if not built in	1, if not built in
Wine Cooler	1	Not authorized
<b>LAUNDRY ROOM</b>		
Clothes washer	2	1
Clothes dryer	2	1
<b>MISCELLANEOUS</b>		
Vacuum cleaner with attachments	1	Not authorized
Carpet cleaner with attachments	1	Not authorized
Interior name plaque with record of residents	1	1
<b>KITCHEN EQUIPMENT</b>	(See note 5)	
Ice cream maker	1	Not authorized
Food processor	1	Not authorized
Blender	1	Not authorized
Mixer	1	Not authorized
Pots and pans	As required	Not authorized
Kitchen utensils	As required	Not authorized
Coffee pot or urn	As required	Not authorized
Glass punch bowl set with 24 cups/1 ladle	2	Not authorized

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## GFOQ FURNISHINGS ALLOWANCES

## Part C: China, Glassware, Silver and Table Linen

Item	Special Command Position	General/Flag Officers, Flag Selectees, and O-6 Installation Commanders
<b>STANDARD CHINA SET</b>	<b>Crested / Non-Crested</b>	
Charger plate	24/24	Not authorized
Dinner plate	24/24	Not authorized
Salad/dessert plate	24/24	Not authorized
Bread/butter plate	24/24	Not authorized
Cream soup and stand	24/24	Not authorized
Demitasse cup/saucer	24/24	Not authorized
Tea cup/saucer	24/24	Not authorized
Soup Tureen	2	Not authorized
<b>GLASSWARE</b>		
Goblet, water	24/24	Not authorized
Glass, white wine	24/24	Not authorized
Glass, red wine	24/24	Not authorized
Glass, cordial	24/24	Not authorized
Champagne flute	24/24	Not authorized
Glass, iced beverage	24/24	Not authorized
<b>SILVER FLATWARE</b>		
Knife, dinner	24	Not authorized
Knife, butter	24	Not authorized
Knife, steak	24	Not authorized
Fork, dinner	24	Not authorized
Fork, salad	24	Not authorized
Fork, cocktail	24	Not authorized
Fork, dessert	24	Not authorized
Spoon, soup	24	Not authorized
Spoon, demitasse	24	Not authorized
Spoon, teaspoon	24	Not authorized
Spoon, iced tea	24	Not authorized
Double-drawer silver chest	As required	Not authorized
<b>SILVER HOLLOWWARE SERVING PIECES</b>		
Coffee pot	2	Not authorized
Tea pot	2	Not authorized
Cream pitcher	2	Not authorized
Sugar bowl with lid	2	Not authorized
Sugar spoon	2	Not authorized
Serving tray, 13 inch	4	Not authorized
Serving tray, 15 inch	4	Not authorized
Bread tray, 13 inch	2	Not authorized
Platter, 18 inch	4	Not authorized
Gravy set, ¾ pt	4	Not authorized
Gravy ladle	4	Not authorized
Vegetable dish, 2 qt with pyrex liner	2	Not authorized
Meat fork	4	Not authorized
Salad serving spoon	2	Not authorized
Salad serving fork	2	Not authorized

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Dessert server	2	Not authorized
Large Serving spoons	4	Not authorized
Compote	4	Not authorized
Pitcher, 2 qt	4	Not authorized
Candelabra, 3-branch pair	2	Not authorized
<b>TABLE LINEN SET</b>		
Tablecloth	3, to fit size and configuration of primary dining table	Not authorized
Placemats	48	Not authorized
Napkins	48	Not authorized

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**GFOQ Furnishings Allowance Notes:**

1. Regional commander may limit quantities as deemed necessary. Requests for items not on the list must be approved by CNI. Submit fully justified requests as described in enclosure 6, paragraph 6.

2. Special Command Positions (SCP) have significantly more responsibilities than non-SCPs for official and non-official entertainment activities in representing the interest of the United States. Also, incumbents of SCPs are often housed in larger GFOQs, which may require more than the usual amount of furniture. Therefore, incumbents of SCPs are authorized furnishings and window treatments in one guest bedroom and public entertainment areas. SCPs are authorized commercial-grade appliances

3. Small kitchen appliances, kitchen utensils, and cookware are authorized for SCP quarters for the purpose of food preparation for official functions. This list is not all-inclusive and other items may be purchased as needed. Any purchases of items not on the approved list, however, must be charged against the \$1,000 annual allowance for miscellaneous items.

4. Non-SCP quarters are authorized residential quality/size appliances. Only SCP quarters are authorized commercial quality/size appliances. Residential stoves fit standard openings of 30-32 inches wide. Residential refrigerators are limited to 27 cubic feet. Non-SCPs may have a total of 3 residential refrigerators or freezers in any combination; that is, 2 refrigerators plus 1 freezer, or 1 refrigerator plus 2 freezers

5. Gas for portable grills in SCP quarters is a consumable, and will not be purchased with FHN funds

MAR 01 2001

**PRIVATIZED GFOQ REQUIREMENTS****1. Expenditure Limit:**

The total cost to provide management, utilities, services, operations, furnishings, maintenance and repair shall not exceed an annual total of \$50,000. Should the need arise to exceed the \$50,000 limit, the Department of the Navy Representative (DoN Rep) must obtain the approval of Portfolio Management Group (PMG) through CNI .

**2. Reporting**

Accounting information specifically designated for these dwellings will be reviewed by the Asset Manager and reported using the PPV cost data format. A sample of this format is provided in this enclosure. Cost reporting for privatized GFOQs is for internal Navy use. Reports are due 30 days after the close of the semi-annual reporting periods; that is, due to CNI via the Region on 30 April and 30 October.

**3. Supplemental Furnishings Entitlement:**

GFOQs are entitled to supplemental furnishing items for fulfillment of public entertainment duties, and used in official entertainment areas. Furnishings will be provided by the privatization partner at no additional expense to the Government. Furnishings authorized for privatized and non-privatized GFOQs are identical, and summarized in the list included with this enclosure.

MAR 1 2005

## PRIVATIZED GFOQ QUARTERS COST REPORT

QUARTERS ID:  
 ACTIVITY:  
 RESIDENT:  
 BILLET:  
 DATE OCCUPIED:  
 PROJECTED ROTATION DATE:

LINE ITEM	FY2004 APPROVED BUDGET	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	ANNUAL EXPENSES+ OBLIGATIONS	BALANCE
MANAGEMENT						-	-
SERVICES						-	-
UTILITIES						-	-
FURNISHINGS						-	-
<b>TOTAL OPERATIONS</b>	-	-	-	-	-	-	-
MAINTENANCE/REPAIRS						-	-
GROUND						-	-
<b>TOTAL MAINTENANCE/REPAIRS</b>	-	-	-	-	-	-	-
<b>CAPITAL IMPROVEMENTS</b>						-	-
<b>GRAND TOTAL</b>	-	-	-	-	-	-	-

Definitions from DoD 7000.14-R Financial Management Regulations

**OPERATIONS:**

Management: Costs of management, administrative and support type services including management officer personnel, supplies, equipment and utilities pertaining to the functions of the housing office. Costs for administrative support services provided in supply, comptroller and other offices when the costs are attributable to family housing.

Services: Includes the costs of the following types of authorized services: fire protection, police protection, entomological services, custodial services, snow removal, street cleaning, any other authorized services for family housing.

Utilities: All utilities consumed in family housing such as electricity, water, sewage, gas fuel, oil or other heating fuels. Excludes the maintenance and repair of utility systems.

Furnishings: Initial acquisition, maintenance, repair and replacement of furnishings, furniture, movable household equipment. Includes control, handling, record keeping, moving.

**MAINTENANCE AND REPAIRS:**

Maintenance: Includes service calls (repairs not in excess of 16 workhours), routine maintenance scheduled annually or more frequently, repairs and replacements of major components and installed equipment, interior/exterior painting, contract cleaning between changes of occupancy where authorized, maintenance of exterior utilities, driveways, sidewalks, parking areas and fences. Maintenance is defined as work done in less than 80 hours.

Repairs: Specific jobs that provide for the accomplishment of a unique job or service and involving work that requires 80 or more workhours.

Grounds: Maintenance, care and repair of improved and unimproved grounds, storm sewerage and drainage structures.

**IMPROVEMENTS:**

Capital Improvements: Alterations and additions, expansions, extensions and any other alteration to the existing real property.

MAR 07 2000

**GFOQ FURNISHINGS ALLOWANCES FOR PRIVATIZED QUARTERS**

The following is a list of GFOQ supplemental furnishings for General and Flag officers, Flag Selectees and O-6 Installation Commanders. Non-SCP items are subject to a \$6,000 annual and \$20,000 five-year cost limitation. Notes at the end of this attachment apply.

**Part A: Room and Outdoor Furnishings**

Item	Supplemental Furnishings General/Flag Officers, Flag Selectees, and O-6 Installation Commanders
<b>LIVING ROOM</b>	
Sofa	1
Love seat	1
Easy chair	2 in lieu of wing back chairs
Wing back chair	2, in lieu of easy chairs
Floor lamp	As required, when existing light fixtures are inadequate
Table lamps	1 per table
Bookcase	1, if not built in
End tables	2
Coffee table	1
Occasional table	As required
Ottoman	1
Framed mirror	1
Fireplace set and screen	1 per fireplace
Window treatments	As required
Area rugs	As required, when no carpet installed
<b>DINING ROOM</b>	
Dining Table	1
Table Pad	1
Dining arm chair	2
Dining side chair	As required, not to exceed the seating capacity of the dining table less the two dining armchairs
China cabinet	1, if not built in
Buffet	1, in lieu of server
Server	1, in lieu of buffet
Framed mirror	1
Floor lamp	As required
Table lamp	2 per buffet/server
Window treatment	As required
Area rugs	As required, when no carpet installed
<b>MAIN HALLWAY</b>	
Occasional table	1
Arm chair	2
Table lamp	1
Floor lamp	1
Framed mirror	1

Window treatment	As required
Area rugs	As required, when no carpet installed
<b>FOYER/ENTRY WAY</b>	
Occasional table	1
Writing desk	1
Desk chair	1
Easy chair	1
Desk lamp	1
Table lamp	1
Floor lamp	1
Bookcase	1, if not built in
Coat rack	As required
Framed mirror	1
Window treatment	As required
Area rugs	As required, when no carpet installed
<b>LIBRARY/DEN</b>	
Sleeper Sofa	1
Easy chair	1, in lieu of wing back chair
Wing back chair	1, in lieu of easy chairs
Desk chair	1
Desk	1
Desk lamp	1
Floor lamp	As required
Table lamps	1 per table
Bookcase	1, if not built in
End tables	2
Coffee table	1
Occasional table	1
Ottoman	1
Magazine rack	1
Fireplace set and screen	1 per fireplace
Window treatments	As required
Area rugs	As required, when no carpet installed
<b>PORCH, PATIO, DECK</b>	
Outdoor dining table w/umbrella and base	1
Outdoor dining chairs	4 per table
Porch chairs	2
Chaise lounge	2
Patio end table	1
Table lamp	1 per table



## GFOQ FURNISHINGS ALLOWANCES

MAR 07 2005

## Part B: Appliances, Kitchen and Other Miscellaneous Equipment

Item	General/Flag Officers, Flag Selectees, and O-6 Installation Commanders
<b>KITCHEN APPLIANCES</b>	
Refrigerator with icemaker	2 (note 2)
Food Freezer or Second Refrigerator	1 (note 2)
Free-standing ice machine	1
Range	1 (note 2)
Double oven	1
Microwave oven	1
Dishwasher	1
Trash compactor	1, if not built in
<b>LAUNDRY ROOM</b>	
Clothes washer	1
Clothes dryer	1
<b>MISCELLANEOUS</b>	
Interior name plaque with record of residents	1